

**FOR OFFICE USE**

Date Received \_\_\_\_\_ Amt \$ \_\_\_\_\_ Check # \_\_\_\_\_ Permit # \_\_\_\_\_

Received By: \_\_\_\_\_ Receipt # \_\_\_\_\_ Juris: ☐ COA ☐ Travis County ☐ Incorp City \_\_\_\_\_

**AUSTIN/TRAVIS COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT  
ENVIRONMENTAL HEALTH SERVICES DIVISION**

P.O. Box 142529 Austin, Texas 78714  
Phone: (512) 978-0300 Fax: (512) 978-0322

<http://www.austintexas.gov/departments/food-establishment-requirements>



**Walk-in Location:** 1520 Rutherford LN, NE corner of Rutherford LN @ Cameron RD, Building 1 East Entrance (No Mail Accepted here)

### Application for **Farmers Market Sampling Permit**

**NOTE:** This application must be filled out completely. **INCOMPLETE APPLICATIONS WILL NOT RECEIVE PERMITS.** Submitting an application does not guarantee that permits will be granted. Permit approval is based upon the food establishment or mobile food unit's compliance with state and local health requirements. No refunds for any reason after 180 days from the receipt of this application. **PERMITS ARE NON-TRANSFERABLE.**

A certified farmers market is defined as a farmers market that has been certified by the Texas Department of Agriculture pursuant to Subchapter D of Title 4 of the Texas Administrative Code. **NO HOME PREPARATION/STORAGE OF FOODS ALLOWED**

**This Permit is valid only for certified City of Austin, City of Sunset Valley and City of Lakeway Farmers Markets.**

**1) Type of Business:** ☐ Permitted Food Establishment ☐ Permitted Caterer ☐ Restricted Mobile Unit ☐ Farmer ☐ None

**2) Jurisdiction (check one):** ☐ City of Austin ☐ City of Sunset Valley ☐ City of Lakeway

Note: Permits are specific to each jurisdiction. Multiple permits must be applied for separately.

**3) Business Name:** \_\_\_\_\_

**4) Business Owner** \_\_\_\_\_ Phone \_\_\_\_\_

Residence Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Drivers License Number/State \_\_\_\_\_

**5) Mail Permit Renewals to:** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**6) Total number of employees or volunteers (Full and part-time including self):** \_\_\_\_\_

**7) Type of food to be sampled** \_\_\_\_\_

All permits expire one year from date of issuance. You will be mailed an annual renewal application form yearly, to be fully completed and returned with the permit fee and, if required, Central Preparation Facility documentation.

#### **City of Austin – City of Sunset Valley – City of Lakeway**

Sampling Permit Fee

\$210

Fee payable to the Austin/Travis County Health and Human Services Department (ATCHHSD). Attach fee and mail application to **EHSD FM Sampling**, PO BOX 142529, Austin, TX 78714 or bring to 1520 Rutherford LN, NE corner of Rutherford LN @ Cameron RD (Building 1 East Entrance) (No mail is accepted here)

All information contained in this application is true and correct to the best of the applicant's knowledge and belief. The applicant signing below acknowledges that any permit applied for is subject to all provisions of the orders and ordinances of Austin or the municipality under which the permit is granted, and subject to all provisions of the statutes and ruled adopted under the statutes of the State of Texas governing food service establishments, retail food stores, mobile food units and roadside food vendors.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date





## **Certification in Jurisdiction of Food Establishment and/or Central Preparation Facility**

Vendors applying for a City of Austin/Travis County Mobile Vending Permit who seek to utilize a Food Establishment or Central Preparation Facility outside of the Austin/Travis County jurisdiction must submit this form verifying the facility's permitted status. This verification documentation must be completed by the public health authority with oversight of this facility.

The proposed food establishment listed below seeks verification from the presiding health authority that the establishment holds a valid Food Establishment Permit and meets the presiding authority's requirements to serve as a Food Establishment and/or Central Preparation Facility.

\_\_\_\_\_  
**Name of Food Establishment**

\_\_\_\_\_  
**Permit Holder/Responsible Party of Food Establishment**

\_\_\_\_\_  
**Address of Food Establishment**

\_\_\_\_\_  
**Permit Number**

\_\_\_\_\_  
**Permit Expiration Date**

I certify that under my jurisdiction the above establishment is currently approved to operate as a (please initial all that apply):

\_\_\_\_\_ **Food Establishment**

\_\_\_\_\_ **Central Preparation Facility**

\_\_\_\_\_  
**Printed Name of Health Officer/Authority**

\_\_\_\_\_  
**Signature of Health Officer/Authority**

\_\_\_\_\_  
**Jurisdiction**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Contact Phone Number**

## **FARMERS MARKET SAMPLING PERMIT ON SITE REQUIREMENTS**

The following are requirements for vendors involved in farmers market sampling operations in Austin, Sunset Valley and Lakeway. According to Austin City Code Chapter 10-3 (adopted by City of Sunset Valley and City of Lakeway), **sampling** means the demonstration or promotion of a food and its characteristics via offering a small serving of food which cannot be sold and which may not consist of a whole meal, an individual portion, or a whole sandwich. Vendors offering samples of prepared food items are still operating under the restricted mobile unit guidelines and cannot prepare food on-site. These Sampling requirements have been adopted by the City of Austin City Council.

1. **Complete permit application and submit required fee.** See payment schedule on application.
2. **A person conducting sampling at a farmers market shall comply with the following requirements:**
  - (1) Only those potentially hazardous foods approved by the health authority shall be displayed, served or sampled at a farmers market.
  - (2) All potentially hazardous food samples shall be disposed within four hours after being removed from active temperature control.
  - (3) A booth shall have sufficient hot and cold potable water for cleaning foods and for cleaning and sanitizing equipment and utensils.
  - (4) An approved facility for employee hand-washing, consisting, at a minimum, of warm, free flowing clean running water, soap, and individual paper towels or other approved hand drying device shall be provided near a booth offering sampling.
  - (5) An approved facility shall be provided for washing, rinsing, and sanitizing of equipment and utensils used in the preparation and serving of samples. The facility shall consist of at least three containers or compartments, each of adequate size so as to permit the total immersion of all utensils used in a booth offering sampling at a farmers market.
  - (6) A booth shall have its original annual sampling permit posted in view of the public during operating hours.
  - (7) A booth shall provide floor covering that will eliminate dust and be easily cleaned. Approved floor coverings are concrete, asphalt, plywood, linoleum, clean cardboard that is replaced daily, overturned carpeting, or a surface approved in advance by the Health Authority. Also, overhead covering shall be provided over sample preparation area, serving, hand washing and utensil washing areas.
3. **The market manager of a certified farmers market shall be responsible for ensuring daily compliance with the provisions of City Code Chapter 10-3.** In the case of repeated violations of the code, the health authority may impose restrictions on the sampling of food products at a farmers market.
4. **Repeated violations at a booth operating the sampling of food products at a farmers market without a valid permit or with a suspended permit constitutes an offense under this chapter.**
5. **Food Handler Certificate:** Sampling permit operators are required to have all employees or volunteers registered as food handlers with the City of Austin. This certificate must be available for inspection during all hours of operation.
6. **All violations shall be corrected at time of inspection. Failure to comply shall result in immediate suspension of sampling operations.**